



# **2024-2025 STUDENT MEMBER APPLICATION**

## **CALIFORNIA INSTRUCTIONAL QUALITY COMMISSION**

Every year, the California State Board of Education (SBE) appoints one incoming high school senior to serve on the Instructional Quality Commission (IQC) for a one-year term. The student member functions as a regular voting member of the IQC. The information below explains the application and selection processes, and contains a copy of the application. Please feel free to copy and distribute it to any student who might be interested. The deadline to submit applications is Friday, September 29, 2023.

### **About the 2024–2025 Student Member**

#### *Eligibility*

Any student who is a California resident, enrolled in a California public high school, and who will be enrolled in good standing in the twelfth grade in the 2024–2025 school year may apply.

#### *Term of Office*

The Student Member will serve a one-year term from September 1, 2024, through June 30, 2025.

#### *Time Requirements*

The estimated time commitment required for the Student Member will be a one-day orientation in January, and at least two consecutive school days every other month to attend regular IQC meetings, held in Sacramento. If needed, additional subcommittee meetings may be scheduled. All of these meetings require preparation time to study the agenda materials and prepare feedback in advance.

#### *Expenses Paid*

The Student Member will serve without pay. All authorized travel costs related to IQC meetings (e.g., transportation, lodging, meals) are reimbursed in accordance with state regulations with the exception of airfare, which is directly paid by the California Department of Education (CDE).

## **Selection and Appointment Process**

Following the application deadline, the SBE Screening Committee will only consider those applications received that are complete, with all required documents. The committee will review those applications holistically and select candidates to be interviewed. Following the interviews, one candidate will be appointed by the SBE to be the 2024–2025 IQC Student Member. The decision of the Screening Committee is final. Applicants will neither receive a written evaluation of their interview performance nor will their application be returned. All applications, including letters of recommendation, will be available for public inspection and will be considered public records. Personal contact information will be removed.

## **Statement of Understanding**

I have read the information about the 2024–2025 Student Member and the description of the selection process for the 2024–2025 Student Member, both of which appear above. I understand and agree to participate in the selection process. If successful in the selection process and later appointed by the SBE to the position of Student Member, I will pledge an oath of allegiance to the state and will perform the responsibilities of the Student Member to the best of my ability.

## **Applicant**

Last Name:

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First Name:

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Signature:

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Date:

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Parent or Guardian Signature:

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Date:

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# 2024–2025 STUDENT MEMBER APPLICATION FORM

CALIFORNIA INSTRUCTIONAL QUALITY COMMISSION

## Applicant Information

Last Name:

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First Name:

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Email Address:

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Phone:

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Mailing Address:

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County

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Parent or Guardian's Name:

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Parent or Guardian's Phone:

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## High School Information

High School Name:

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Principal's Name:

Principal's Phone:

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## School District Information

School District Name:

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Superintendent's Name:

Superintendent's Phone:

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## Application Requirements

In completing this application, please present information concisely and in the form requested. You may attach one additional page if needed. Please note that all applications, including, résumés, and letters of recommendation, will be available for public review. Personal contact information will be removed.

### *Written Responses*

This application form may be downloaded from the following web address and should be completed by computer. The completed application must be included with the supporting documents.

<https://www.cde.ca.gov/be/cc/ab/>

### *Letters of Recommendation*

Please provide three letters of recommendation, one from each of the following individuals. Enter their full names below.

One of your high school teachers:

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An administrator (e.g., principal or vice principal) or counselor at your high school:

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Someone who knows you personally (other than a member of your family):

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### *Transcript*

Please include a copy of the most recent high school transcript of your grades.

### *Optional Items*

You may include supporting documents about yourself beginning in seventh grade (e.g., scanned newspaper clippings, articles, etc.). Items from earlier years will not be reviewed.

## Reasonable Accommodation for any Individual with a Disability

Pursuant to the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act of 1990*, any individual with a disability or any other individual who requires reasonable accommodation to attend or participate in a meeting or function of the Instructional Quality Commission may request assistance by contacting the California Department of Education's Curriculum Frameworks & Instructional Resources Division Office at the following:

**California Department of Education  
Curriculum Frameworks and Instructional Resources Division  
2024–2025 IQC Student Member Application**

1430 N Street, Suite 3207, Sacramento, CA 95814

Telephone: 916-319-0881

Email: [iqc@cde.ca.gov](mailto:iqc@cde.ca.gov)

## Submission Instructions

**Complete applications must be received by 5:00 p.m. on Friday, September 29, 2023.**

Please submit your application via email. A single PDF of the application, letters of recommendation, transcript, and supplemental items is preferred. You may also contact the IQC office at the following if you have any questions:

Telephone: 916-319-0881

Email: [iqc@cde.ca.gov](mailto:iqc@cde.ca.gov)

## Optional Information

The following information is optional but would be appreciated (*Government Code* sections 11140–11141). Use the categories below to choose the one with which you most closely identify.

Please identify your gender: \_\_\_\_\_

Please state your ethnicity: \_\_\_\_\_

## **About the Instructional Quality Commission**

The IQC, formerly known as the Curriculum Development and Supplemental Materials Commission, was established in 1927 as an advisory body to the SBE. *Education Code* Section 60204 (amended 2011) defines the duties of the IQC.

The IQC is responsible for advising the SBE on matters related to curriculum and instruction. The IQC (1) develops and recommends curriculum frameworks; (2) develops and recommends criteria for evaluating instructional materials submitted for adoption; (3) evaluates instructional materials that have been submitted by publishers and makes recommendations to adopt or reject each submission; (4) recommends policies and activities to the SBE, the California Department of Education (CDE), and local educational agencies regarding curriculum and instruction; and (5) advises and makes recommendations to the SBE on implementing the state's academic content standards.

*California Code of Regulations*, Title 5, sections 9511 and 9512 require the SBE to appoint separate committees to assist the IQC in developing curriculum frameworks, developing evaluation criteria for instructional materials, and reviewing instructional materials.

## Application Questionnaires

### *Question 1*

The position of the IQC Student Commissioner will require advanced preparation of meetings and in-depth knowledge of agenda items. How will you balance this responsibility with your current school, extracurricular, and social activities? Please limit your response to 300 words.

*Question 2*

Why do you want to serve on the IQC? Please limit your response to 150 words.

*Question 3*

In what ways have your previous experiences prepared you for this position? Include your experiences with both peers and adults. Please limit your response to 250 words.

### Question 4

Please list the highlights of your experiences, activities, achievements, and honors in each of the following areas. The list should be in reverse chronological order with the most recent entry first. Remember to list only accomplishments acquired since the beginning of grade seven. You may include documentation of these achievements.

#### Academic Achievements and Honors

Achievement/Honor	Year(s)

Comment on your academic achievements and honors listed above. Which of these accomplishments has been the most valuable to you? Please limit your response to 150 words.

## Work Experience

List if applicable.

Employer	Description	Year(s)

## Extracurricular Activities

Extracurricular, co-curricular and personal activities, may include, but are not limited to, student government, theater, forensics, journalism, athletics, music, arts, organized school and community activities, international exchange student, and community service.

Activity or Interest	Positions held, if applicable	Year(s)

Select the one activity or interest listed from the preceding section that you value the most and discuss the reasons for your selection. Please limit your response to 150 words.

*Question 5*

Add anything else you would like those involved in the selection process to know about you. Please limit your response to 150 words.